

**VACANCY NOTICE**

## FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

<b>Description of Position</b>	<b>TITLE OF POSITION:</b> Disease Intervention Specialist I (3)	<b>CLASSIFICATION CODE:</b> 02255600
	<b>SALARY RANGE:</b> Gr. 324A \$43321-49775	<b>REFERENCE POSITION NO.:</b> 1191-50244-3, 4 & 1191-50241-05
	<b>Department or Agency Name:</b> Health	<b>APPLICATION PERIOD:</b> 1/14/2013 to 1/20/2013
	<b>Division/Section/Unit:</b> IDE	<b>GRACE PERIOD ENDS:</b> 1/23/2013 4:00 PM
	<b>Assignment(s) / Comments:</b>	
	<b>Shift and Days:</b> 35 hours non-standard work week	<b>Job Location:</b> Providence, RI
	<b>Restrictions/Limitations:</b> Limited to 12/31/2013 Federal Funds	
	<b>Position Covered By Collective Bargaining Union Agreement:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<b>Name of Bargaining Unit Union:</b> Council 94 Local 2870	
	<b>There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position</b> <b>See A/B or Both for Specific Instructions</b>	
<b>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</b>		
<b>General Information to Candidate</b>	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>	
• <b>Reasonable Accommodations:</b>		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• <b>Medical Information:</b>		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
<b>Statement of Duties</b>	<b>DUTIES / RESPONSIBILITIES:</b>	
	To perform field investigations for the purpose of detection, prevention and control of disease cases; conduct disease epidemiological investigations; provide support and assistance to community, public and private agencies in the prevention, identification, treatment and referral of individuals at risk; inform individuals, groups, and agencies as to the regulations and statutes relative to disease reporting; ensure compliance among providers of regulations and statutes regarding the timely reporting of infectious diseases; to assist in the compilation and preparation of reports containing statistical data for surveillance purposes; maintain confidential records, prepare reports and provide data as required by the program and related agencies; to assist in the coordination of clinics or other outreach activities on a routine basis or as needed; assist in outbreak investigations within the division and/or involving other divisions, departments and agencies; to assist in the conduct of public health programs in schools, correctional facilities, rehabilitative agencies, etc.; educate and provide recommendations to the general public concerning HIV/hepatitis or other diseases as needed;	
receive and analyze laboratory/morbidity reports from the private sector and to evaluate the quality of collected data in order to create and maintain a surveillance tracking system; visit laboratories and physicians to assure accurate and timely reporting of reportable diseases; attend trainings; and to do related work as required.		
<b>Minimum Education &amp; Experience</b>	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Such as may have been gained through: graduation from a college of recognized standing; with specialization in a public health discipline; and <b>Experience:</b> Such as may have been gained through; employment involving the performance of field investigations and/or inspections. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
<b>Where to Apply</b>	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Sandra DaRocha OHHS Human Resources Service Center Benjamin Rush Bldg., 2nd floor 55 Howard Ave. Cranston, RI 02920	Fax and e-mail bids will no longer be accepted TTY/TDD # 711 (Telecommunication Device for the Deaf)

